

JABG QUARTERLY FINANCIAL REPORT INSTRUCTIONS FOR COMPLETING

The Quarterly Financial Report is due to JJA on or before the 10th day of the month following the end of a quarter. Reports will be due on **October 10, January 10; April 10; July 30;** and of the current grant cycle you are in. The final report is due on or before the 30th day of the month following the end of the year.

Completing the form:

- Enter the Grantee Agency and Full Mailing Address.
- Check the Correct Grant Type.
- Enter the Grant Number assigned by JJA.
- Enter the Grant Period (for this year it will be 07/10/2007 thru 6/30/2008).
- Enter the Grant Amount (this is the JJA Budget).
- Enter the Grantee FEIN.
- Check the box indicating the correct reporting period.
- If this is an extension of time for this grant which has been approved by JJA you will need to enter the dates
- When you have expended the grant funding or the grant cycle has closed, you will need to mark FINAL REPORT; these are due no later than 30 days after the end of the grant cycle.

- Enter the Current Approved JJA Budget. If you have submitted an approved budget amendment revision, this is now your current approved budget and should be used on all reports.
- Enter the Match or In-Kind budget (required on JABG, Title V and Prevention Trust Fund).
- Enter actual Quarterly JJA Expenditures for the reporting period (these amounts should NOT be rounded).
- The YTD JJA Expenditures column is cumulative (during the 1st quarter it will be the same as the Quarterly JJA Expenditures column, during 2nd quarter it will reflect 1st quarter expenditures plus 2nd quarter expenditures, and so on for 3rd & 4th quarters)
- Enter Match/In-Kind Expenditures (JABG, Title V and Prevention Trust Fund only).
- The YTD Soft Match/In-Kind Expenditures column is cumulative (during the 1st quarter it will be the same as the Quarterly Soft Match/In-Kind Expenditures column, during 2nd quarter it will reflect 1st quarter expenditures plus 2nd quarter expenditures and so on for 3rd & 4th quarters).
- In the Grant Balance Section you will subtract the YTD JJA Expenditures from the JJA Budget and enter that amount in the Quarterly JJA Balance column (**you can not exceeded the budget amount per line item without a budget amendment**);
- You will subtract the YTD Soft Match/In-Kind Expenditures from the Soft Match/In-Kind Budget and enter that amount in the YTD Soft Match/In-Kind Balance.
- In the Fees Generated Section you will enter any fees collected (this is also known as Program Income) for the quarter and keep a YTD total.

- Examples of Program Income include: Sale of Property and 3rd party reimbursement (such as Medicaid).
 - Program Income must be used for the purposes and under the conditions applicable to the award.
 - Program Income should be used as earned and expended as soon as possible.
-
- Budgeted Revenue is the amount of the Approved Budget.
 - Actual Revenue This Period is the amount received this period.
 - Actual Revenue Year-to-Date is the amounts received YTD.
-
- Enter any comments relevant to the current quarter.
 - Type the Director's Name, Title, and Phone Number.
 - An original signature of the Program Director is required.

Submit these reports to Juvenile Justice Authority, attention Sandra Barnett, Jayhawk Walk, 714 SW Jackson Street, STE 300, Topeka, Kansas 66603. JJA will accept faxed reports to meet the deadline, but a signed original must be received by JJA within two days of the faxed copy. If you have any questions or need help with these reports, please feel free to contact me at sbarnett@jjaks.org or my number is 785-296-5676.